



**Policy: 4250**  
**Procedure: 4250.05**  
**Chapter: Monitoring and**  
**Quality Assurance**  
**Rule: Suicide Prevention**

**Effective: 04/06/05**  
**Replaces: 4250.06 (old)**  
**4250.08**  
**Dated: 09/24/04**

**Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) shall be responsible for the implementation and administration of suicide prevention monitoring and quality assurance.

**Rules:**

1. The **FACILITY PSYCHOLOGIST, OR DESIGNEE**, shall:
  - a. Coordinate the distribution of Form 4250D, the Daily Suicide Prevention Status List throughout the facility by the end of each work day, including weekends/holidays;
  - b. Ensure the Daily Suicide Prevention Status List contains the name of each juvenile who is currently on Suicide Risk Level 1, 2, or 3;
  - c. Ensure any juvenile on Suicide Risk Level 1, 2, or 3 during the previous week is discussed during weekly clinical meetings;
  - d. Ensure minutes are taken at each clinical meeting and maintained in a central binder;
  - e. Coordinate the 90 day reviews and the updates to every juvenile's mental health treatment needs as indicated in his/her case plan;
  - f. Ensure an internal referral process that allows juvenile access to mental health services in response to crisis and non-crisis requests in accordance with Policy 4210 Individual Counseling; and
  - g. Ensure recommendations included in the juvenile's case plan are available to the juvenile's Caseworker, Unit Treatment Team, and Parole Officer, as appropriate.
2. The **FACILITY SUPERINTENDENT, OR DESIGNEE**, shall:
  - a. Maintain historical copies of the Daily Suicide Prevention Status List in a binder for quality assurance purposes;
  - b. Ensure Housing Unit Managers maintain records per an established records retention schedule.
  - c. Complete quarterly audits at each housing unit to ensure the Suicide Prevention binders are up-to-date;
  - d. Review audit findings, specific to suicide prevention, quarterly in collaboration with the Quality Assurance Administrator and local Institutional Coordinator at the facility Management Team and the Superintendents' meeting;
  - e. Generate management reports from the ADJC Incident Reporting system at six month intervals specific to suicidal behavior for analysis at the local level;
  - f. Analyze suicidal behavior incident data as part of their overall strategy for monitoring suicide prevention processes;
  - g. Analyze suicidal behavior incident data in collaboration with the Facility Management team on a semi-annual basis as part of the ADJC Performance-based Standards protocols.
3. The **YOUTH PROGRAM SUPERVISOR** shall ensure that a Suicide Prevention binder is maintained at each housing unit which contains:
  - a. The most recent Suicide Prevention Status list;
  - b. Current policies, procedures, administrative memos; and
  - c. Forms that relate to any and all areas of suicide prevention.
4. **DESIGNATED EMPLOYEES** shall give an explanation and written instructions to the juvenile at intake regarding the referral process for mental health services.

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